

Retention and Classification Report

Agency: Duchesne County School District (Utah) (310)

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Records Officer Dee Miles

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AGENCY: Duchesne County School District (Utah)

SERIES: 17716

3

TITLE: Accounts payable

DATES: 1974-1979

ARRANGEMENT: Chronological

DESCRIPTION:

These records are used to pay school district bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 5, Item 1.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 4 years and then destroy.

Microfilm duplicate: Retain in Office for 4 years and then destroy.

APPRAISAL:

AGENCY: Duchesne County School District (Utah)

SERIES: 17716

TITLE: Accounts payable

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Duchesne County School District (Utah)

SERIES: 25614

3

TITLE: Annual audits

DATES: 1928-

ARRANGEMENT: Chronological

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the school district's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1995)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1) (1995)).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 5, Item 4.

AUTHORIZED: 10/22/2004

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

AGENCY: Duchesne County School District (Utah)

SERIES: 25614

TITLE: Annual audits

(continued)

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public UCA 51-2-3(3) (2008)

AGENCY: Duchesne County School District (Utah)

SERIES: 10543

3

TITLE: FICA reports

DATES: 1986-

ARRANGEMENT: Chronological, thereunder numerical by social security number

DESCRIPTION:

These files contain records on individual employee's deductions concerning social security number. Include reports relating to income and social security taxes.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 3 years and then destroy.

Microfilm duplicate: Retain in Office for 3 years and then destroy.

APPRAISAL:

AGENCY: Duchesne County School District (Utah)

SERIES: 10543

TITLE: FICA reports

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Duchesne County School District (Utah)

SERIES: 17719

3

TITLE: Insurance and property control reports

DATES: 1976-1983

ARRANGEMENT: Chronological, thereunder numerical account code

DESCRIPTION:

This computer report is an inventory of equipment owned by the school district any insurance coverage. It includes the date of the report, account code, asset number, class code, description of the equipment (quantity, model, and manufacturers code), serial number, acquisition date, life, original cost, total cost, and depreciated value.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 4, Item 4.

AUTHORIZED: 12/11/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 10 years and then destroy.

Microfilm duplicate: Retain in Office for 10 years and then destroy.

AGENCY: Duchesne County School District (Utah)

SERIES: 17719

TITLE: Insurance and property control reports

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Duchesne County School District (Utah)

SERIES: 10540

3

TITLE: Payroll deduction reports

DATES: 1983-

ARRANGEMENT: Chronological, thereunder alphabetical by name

DESCRIPTION:

These registers record by department code amounts deducted from employees payroll checks. They are used for reference in retirement and other miscellaneous deductions.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 6, Item 5.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1983 through 1992. Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: For records beginning in 1983 through 1992. Retain in State Records Center for 10 years and then destroy.

Microfilm duplicate: For records beginning in 1983 through 1992. Retain in Office for 10 years and then destroy.

Computer output microfilm master: For records beginning in 1992 and continuing to the present. Retain in State Records Center for 3 years and then destroy.

AGENCY: Duchesne County School District (Utah)

SERIES: 10540

TITLE: Payroll deduction reports

(continued)

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the Business Administrator.

PRIMARY CLASSIFICATION:

Private

AGENCY: Duchesne County School District (Utah)

SERIES: 10572

3

TITLE: Payroll distribution report

DATES: 1974-

ARRANGEMENT: Chronological, thereunder alphabetical by employee surname

DESCRIPTION:

This monthly computer report is used to monitor program budgets. The report includes employee names, social security numbers, account numbers, current amount paid, quarter-to-date amount paid, calendar year-to-date amount and fiscal year-to-date amount paid. This report is received in paper in two sorts by employee name and by program code. The program report is only used for reference purposes and then is destroyed. Since the payroll register is arranged by location code the distribution report by employee name is the only alphabetical payroll listing and is used extensively by the office. In 1992, it began to be received on Computer Output Microfiche.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 6, Item 6.

AUTHORIZED: 01/02/2004

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1974 through 1992. Retain in Office for 3 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: For records beginning in 1974 through 1992. Retain in State Records Center for 3 years and then destroy.

AGENCY: Duchesne County School District (Utah)

SERIES: 10572

TITLE: Payroll distribution report

(continued)

Microfilm duplicate: For records beginning in 1974 through 1992.
Retain in Office for 3 years and then destroy.

Computer output microfilm master: For records beginning in 1992
and continuing to the present. Retain in State Records Center for
3 years and then destroy.

Computer output microfilm duplicate: For records beginning in
1992 and continuing to the present. Retain in Office for 3 years
and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed
by the district's business manager.

PRIMARY CLASSIFICATION:

Private

AGENCY: Duchesne County School District (Utah)

SERIES: 9878

3

TITLE: Payroll register

DATES: 1971-

ARRANGEMENT: Chronological, thereunder alphabetical by employee's name

DESCRIPTION:

This register is a numerical listing by check number and agency codes of all payroll checks issued by the county. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

RETENTION:

Retain 65 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 32.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1971 through 1992. Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: For records beginning in 1971 through 1992. Retain in State Records Center for 65 years and then destroy.

Microfilm duplicate: For records beginning in 1971 through 1992.

AGENCY: Duchesne County School District (Utah)

SERIES: 9878

TITLE: Payroll register

(continued)

Retain in Office for 65 years and then destroy.

Paper: For records beginning in 1992 and continuing to the present. Retain in Office for 1 year or until administrative need ends and then destroy.

Computer output microfilm master: For records beginning in 1992 and continuing to the present. Retain in State Records Center for 65 years and then destroy.

Computer output microfilm duplicate: For records beginning in 1992 and continuing to the present. Retain in Office for 65 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the district's business administrator.

PRIMARY CLASSIFICATION:

Private

AGENCY: Duchesne County School District (Utah)

SERIES: 10541

3

TITLE: Payroll tax report

DATES: 1983-

ARRANGEMENT: Chronological, thereunder alphabetical by name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This is a monthly report submitted to State Retirement on amounts contributed to retirement system. It is used for verification purposes. The Office of Education sends monthly the information on magnetic tape to State Retirement and prints a paper copy for the school district, later the Retirement Office sends the district worksheets to check data. Includes social security number, member name, fund agency, period covered, amount contributed, earnings, and amounts employee and employer paid.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after being microfilmed or until administrative need ends whichever comes first and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 3 years and then destroy.

Microfilm duplicate: For records beginning in 1983 through 1992.

AGENCY: Duchesne County School District (Utah)

SERIES: 10541

TITLE: Payroll tax report

(continued)

Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs of expressed by the district's business administrator.

PRIMARY CLASSIFICATION:

Private

AGENCY: Duchesne County School District (Utah)

SERIES: 17717

3

TITLE: Receipt registers

DATES: 1974-1978

ARRANGEMENT: Numerical by receipt number

ANNUAL ACCUMULATION:

DESCRIPTION:

These are receipts issued for money received into school district accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Records Center for 3 years and then destroy.

Microfilm duplicate: Retain in State Records Center for 3 years and then destroy.

Paper: Retain in Office for 3 years or until microfilmed and then destroy provided microfilm has passed inspection.

APPRAISAL:

AGENCY: Duchesne County School District (Utah)

SERIES: 17717

TITLE: Receipt registers

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Duchesne County School District (Utah)

SERIES: 10542

3

TITLE: Retirement reports

DATES: 1982-

ARRANGEMENT: Chronological, thereunder numerical by social security number

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a monthly report submitted to State Retirement on amounts contributed to retirement system. It is used for verification purposes. The Office of Education sends monthly the information on magnetic tape to State Retirement and prints a paper copy for the school district, later the Retirement Office sends the district worksheets to check data. Includes social security number, member name, fund agency, period covered, amount contributed, earnings, and amounts employee and employer paid.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 3 years and then destroy.

Microfilm duplicate: Retain in Office for 3 years and then destroy.

AGENCY: Duchesne County School District (Utah)

SERIES: 10542

TITLE: Retirement reports

(continued)

APPRAISAL:

Administrative

This disposition is based on the administrative needs of the district's business administrator.

PRIMARY CLASSIFICATION:

Private

AGENCY: Duchesne County School District (Utah)

SERIES: 9879

3

TITLE: School board minutes

DATES: 1920-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are minutes of regular and special meetings of the Board of Education. They are used to document the actions and decisions of the Board. School board minutes record the adoption of annual budgets; the approval of expenditures; discussions of district policies. These minute books include the time and place of meeting, board members absent and present, summary of proceedings and decisions made by the board.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 15, Item 2.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Duchesne County School District (Utah)

SERIES: 9879

TITLE: School board minutes

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Public